

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER (CPAC), NAF HUMAN RESOURCES OFFICE  
7041 RADIO ROAD  
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

To view this announcement online and/or download applications,  
please go to: <http://www.jrtc-polk.army.mil/cpac/naf.htm>

**OPENING DATE: 14 JUNE 2006**

**CLOSING DATE: 20 JUNE 2006**

The following positions are included in this announcement:

<b>ANNOUNCEMENT NO.:</b>	<b>TITLE/PAY PLAN-SERIES-GRADE/LOCATION</b>
NAF-PA-2006-115	Recreation Assistant, NF-0189-02, Skeet Range
NAF-PA-2006-116	Supply Clerk, NF-2005-02, Arts & Crafts Branch

Applications and/or resumes for consideration and evaluation methods of candidates will be in accordance with AR 215-3. All qualified applicants will receive consideration without regard to race, color, creed, sex, national origin, politics, marital status, physical handicap (which does not interfere with the accomplishment of the job), age, membership or non-membership in a labor organization.

If you are selected for any NAF position, please note that every job offer is tentative and contingent on the successful completion of all pre-employment background checks and physical examinations. If the background checks yield any unacceptable results, or if it is determined in your physical exam that you are unable to meet the job's physical requirements, your job offer may be withdrawn, at the discretion of management.

**WHISTLE BLOWER PROTECTION:** NAF employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of the employees and applicants will be protected.

**SPECIAL CONDITION OF EMPLOYMENT:** All NAF employees are required to designate a financial institution to which their pay can be directly deposited via Electronic Fund Transfer (EFT). A waiver may be requested to alleviate financial hardship.

**AREA OF CONSIDERATION:** Applications (DA FORM 3433 and 3433-1) and/or resume will be accepted from all individuals, including active duty military.

**WHERE TO APPLY:** Applications (DA FORM 3433 and 3433-1) and/or resume may either be mailed to the Civilian Personnel Advisory Center (CPAC), NAF Branch, 7041 Radio Road – Bldg. 413, Fort Polk, LA., 71459 or submitted to CPAC by placing the application and/or resume in the drop slot outside the building or in the drop slot in the Job Information Center. All applications and/or resumes must be received in CPAC no later than the closing date of the announcement.

**HOW TO APPLY:** Interested candidates should apply by completing, signing and submitting an application for Nonappropriated Fund Employment, DA Form 3433 and 3433-1(Supplemental Application Form, must be completed as a condition of employment) and/or a resume. One application and/or resume is required for each position.

Applications and/or resume must be completed according to instructions on the DA Form 3433 and 3433-1. Applications/resumes must include an original (not photocopied) signature and date. **INCOMPLETE APPLICATIONS/RESUMES WILL NOT BE CONSIDERED.** Applications and/or resumes must be completed with detailed description of experience for each period of employment.

**SELECTION PRIORITIES:** Selection preferences for all competitive recruitment actions for positions NF-3 and below, to include all prevailing rate positions, will be given according to the following priorities:

1. Spouse Employment Preference (SEP)
2. Involuntarily Separated Military (ISM)
3. Current and former employees
4. Outside Applicant - veteran (DD 214, MBR 4)
5. Outside Applicant - non-veteran

Selection will be made of Priority 1 applicants before all other Priorities. In the absence of Priority 1 applicants, selection will be made of Priority 2 applicants before all other Priorities. If there are no applicants available from Priority 1 or 2, then consideration will be as follows:

Consideration of Priority 3 (selection not mandatory). If there are applicants from Priority 4, then selection may be made from Priority 3 or 4. If there are Priority 4 applicants, selection may not be made from Priority 5 unless pass over of a Veteran to select a non-veteran is approved by the Garrison Commander.

**SPOUSAL PREFERENCE ELIGIBILITY:** Begins 30 days prior to military sponsor's reporting date and continues through entire tour or until acceptance or declination of a continuing position offer (NAF, APF, or AAFES whether preference was applied or not). Effective Oct 07, 2004, "continuing positions" are defined as positions to which appointments are made without time limitation, and which are required to have a fixed work schedule, i.e., regular part-time or regular full-time. "Non-continuing positions" are defined as positions to which appointments are made with time limitation and/or which do not have a required fixed work schedule. Non-continuing positions include the following:

- (a) Any temporary position, regardless of work schedule.
- (b) Any term position, regardless of work schedule.
- (c) Permanent positions with an intermittent work schedule, e.g., substitute teaching positions with DoD Dependents Schools.
- (d) Nonappropriated fund (NAF) positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

**To apply under Spouse Preference, the completed Request for Application of Spouse Preference For Nonappropriated Fund (Fort Polk Form FP 131), and a copy of Sponsor's PCS orders must be furnished with DA Form 3433 and 3433-1 (Nonappropriated Fund Employment Application) and/or resume to certify eligibility for preference in NAF positions of grade NF-3 and below. PLEASE NOTE THAT NOTIFICATION OF PERSONNEL ACTION (DA FORM 4187 CANNOT BE SUBSTITUTED FOR PCS ORDERS).**

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KNOWLEDGES, SKILLS AND ABILITIES WHERE REQUIRED, ETC.) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

**INVOLUNTARILY SEPARATED MILITARY (ISM) AND THEIR ELIGIBLE FAMILY MEMBERS:** Eligibility for ISM preference will be verified by a copy of DD 214 (member 4 copy) or DD 1173 (ID Card) for eligible family members or a copy of official letterhead from the Department of the Army indicating eligibility. This applies to competitive recruitment at grades NF-3 and below. An individual can only receive this preference once. An ISM preference is terminated upon placement or declination of a position (whichever comes first).

**CURRENT AND FORMER NAF EMPLOYEES (CNE & FNE):** A CNE is an employee who is currently working for Nonappropriated Funds. A FNE is a former employee who previously worked for Nonappropriated Funds regardless of dates of prior employment or location. Unless presently employed as a NAF employee at Fort Polk applicants must furnish proof of employment status by providing the latest copy of DA Form 3434. In addition, Appropriated Fund employees (APF) are also considered in this category. A copy of their latest SF 50 must be submitted with the application/resume.

**OUTSIDE APPLICANT VETERAN (OAV):** An OAV is an applicant who has served on active duty for at least six months prior to 15 October 1976; served in a campaign or expedition for which a badge is authorized and who has not been previously employed by a NAF activity. A copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume. This priority is granted whether or not the service member retired from the military service as long as the discharge was "honorable".

**OUTSIDE APPLICANT NON-VETERAN:** If the applicant is a retired military service member, a copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume and employment cannot be granted for 180 days after the military retirement date. If the applicant did not retire, but previously served in the military regardless of the number of years, then a copy of DD Form 214 (member 4 copy) is also required.

In accordance with the Department of the Army Guidance for streamlining the recruiting procedures, all applicants will not be individually notified of their qualifications and final action taken under this announcement.

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**ANNOUNCEMENT NO.: NAF-PA-2006-115**

**POSITION TITLE: Recreation Assistant (Range Operations)**

**PAY PLAN-SERIES-GRADE: NF-0189-02**

**ENTRANCE SALARY: \$7.13 per hour**

**LOCATION: DMWR/RD, Skeet Range**

**EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).**

**SUMMARY OF DUTIES:** Executes range facility opening, closing, and operating procedures in accordance with installation, local, and federal laws. Maintains communications and follows instructions of the installation range control agency to ensure safe operations. Coordinates medical support through the installation range control agency. Instructs patrons on range safety practices, and provides general firearm and marksmanship information. Responsible for all safety issues in the operation of the range. Ensures proper handling storage, accountability, inventory of ammunition, and vault security. Issues ammunition and range related accessories to customers, checks ID, and collects fees. Checks inventory and supplies, and requests restock. Performs cashier duties and maintains records of sales. Conducts facility and range maintenance. Circulates among patrons to assure service

is satisfactory, and that customers adhere to safety procedures. Receives and resolves customer complaints. Directs patrons; schedules use of ranges; conducts briefings; and monitors patrons. Coordinates league, competition, and group functions. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Must be familiar with firing range operations and firearm safety. Must be able to obtain Range Certification Card. Work experience which involved dealing with the general public. Must have cashier skills. Must be capable of lifting 50 pounds. Possession of a valid motor vehicle operator's permit (Must attach a copy).

**CONDITIONS OF EMPLOYMENT:** Satisfactory completion of pre-employment background checks in accordance with AR 215-3. Subject to provisions of the Lautenberg Amendment. Position subject to mandatory drug testing.

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**ANNOUNCEMENT NO.: NAF-PA-2006-116**

**POSITION TITLE: Supply Clerk**

PAY PLAN-SERIES-GRADE: NF-2005-02

ENTRANCE SALARY: \$7.13 per hour

**LOCATION:** DMWR/RD, Arts & Crafts Branch

**EMPLOYMENT CATEGORY: Regular Part-Time (No Less Than 20 Hours Per Week).**

**SUMMARY OF DUTIES:** Maintains property accountability records. Prepares issue, turn-in and other transaction documents for non-expendable property. Maintains a register of transaction documents and makes necessary posting to the property accountability records. Physically inventories property at periodic intervals. Prepares inventory adjustments as appropriate. Reviews and edits requisitions, assures data is correct. Revises quantities ordered based on number of items on hand. Investigates receiving documents involving discrepancies. Processes receipt transactions for material being received.

**QUALIFICATION REQUIREMENTS:** Work experience related to the duties described above. Basic typing skills.

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For further information regarding these vacancies, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6301/6631/4955.

Hours of Operation:  
Monday Thru Friday  
0800 – 1630  
Closed on Holidays  
CPAC, NAF Branch

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